



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION FINANCIAL ANALYST HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position performs routine to complex professional accounting activities and is responsible for researching, developing, and managing a variety of Human Services funding programs. Reports to the Accounting Coordinator.

ESSENTIAL JOB FUNCTIONS

Performs routine to complex professional accounting activities involving research, analysis, preparation, data entry and maintenance of financial records and reports; processes and issues payments for departmental programs, services and purchases; and performs database management and budget monitoring in tracking expenditures and revenues for related programs.

Performs reconciliations to ensure transactions are recorded accurately and in a timely manner; researches discrepancies and takes proper steps to resolve matters; and provides information to Human Services staff regarding appropriate funding streams. Monitors appropriations, encumbrances, expenditures, budgets and revenues for various Federal and State funded programs, grants and or City-funded initiatives in compliance with federal, state and local accounting and fiscal guidelines; maintains detailed records of transactions, checks issued and related information.

Assists the Accounting Coordinator with making recommendations to the City Budget office for Community Support Agency Grants, to include coordinating, analyzing, and tracking community-based agency applications, contact information, and financial submissions to the Department of Human Services. Reviews and tracks agency vacancy savings and assists with internal and external City and Virginia Department of Social Services audits.

Remains abreast of applicable legislation that impacts programs and funding; develops and facilitates workshops and trainings for departmental staff regarding local, state and federal regulations and guidelines pertaining to related programs.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting - Knowledge of general accounting principles to include fund accounting, financial computations, statistical and financial analysis and forecasting techniques. Knowledge of basic budgeting principles and practices and multi-faceted accounting application systems.
- Technology - Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Judgment/Decision Making - Evaluates the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate ideas and proposals verbally and in writing effectively so others will understand, to include the preparation of detailed reports which include numerical information and statistics. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Financial Management - Ability to perform arithmetic, algebraic, and statistical computations to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Accounting, Finance, Economics or Business Administration or a closely related field and 3 - 5 years of progressively responsible accounting or financial management experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.